

Local Law Enforcement Block Grants Program



Reporting Requirements

Local Law Enforcement Block Grants Program

Reporting Requirements

January 1997

Local Law Enforcement Block Grants Program Reporting Requirements

Purpose and Basic Requirements

Under the Bureau of Justice Assistance (BJA) Local Law Enforcement Block Grants (LLEBG) Program, *direct recipients of BJA funding* are required to submit an initial quarterly progress report for the first full calendar quarter, followed by semi-annual progress reports for the remainder of the grant period. The purpose of the progress reports is to describe activities during the reporting period which should be consistent with objectives set forth in the grant applications. Progress reports are due on the 30th day following the end of the reporting period. For example:

- If the grant award date is October 1, the first report period, which would cover the period from October through December, would normally be due January 30 (this deadline is being extended to February 28, 1997, for the October 1, 1996, through December 31, 1996, reporting period only). The next report would cover the period from January through June and would be due July 30.
- If the grant award date is November 1, the first report which would cover the period of November through March (January through March being the first full calendar year quarter the grant is operational), would be due April 30. The next report would cover the period from April through September and would be due October 30. Subsequent reports are due every six months.

A final report, which provides a summary of activities and significant results from this LLEBG Program, is due 90 days after the end date of the grant.

Options for Modes of Submissions

The LLEBG Division is striving to make these reporting requirements user friendly and as such, grantees will soon have three options for preparing the required information to BJA: via scannable forms, electronically, or diskette. For this initial reporting period, the only option available is the enclosed scannable reporting forms, but BJA will inform you when the other two options become available. Instructions for the scannable forms are enclosed in this packet.

Technical Assistance

Please direct any questions or observations you may have regarding these requirements to the LLEBG program specialist for your jurisdiction. The contact information is contained on the LLEBG staff assignment sheet included in this packet.

Instructions for Completing the Scannable Progress Reporting Forms

under the
Bureau of Justice Assistance

Local Law Enforcement
Block Grants Program

Note: These forms ***SHOULD NOT*** be folded, stapled, written on, or otherwise mutilated. Correction fluid may be used and photocopies may be made for applicant's records; however, originals must be submitted to the Bureau of Justice Assistance at: LLEBG Control Desk, Room 304-C, 633 Indiana Avenue, NW, Washington, D.C. 20531. The ***forms must be typed*** using **CAPITAL LETTERS** in one of the following type fonts: pica, 10 pt.; courier, 10 or 12 pt.; or elite, 12 pt.

Instructions for the LLEBG Reporting Form Face Sheet for Local BJA Grantees

Note: Only *one Face Sheet* should be included with each submission of *Progress Reporting Forms*. A Face Sheet should be submitted semi-annually to the Bureau of Justice Assistance (BJA) for all open grants by *all direct recipients of BJA LLEBG awards* regardless of whether or not there has been any grant activity during that particular reporting period. In the case of a joint spending plan, it is the responsibility of the *direct recipient of BJA funds* to submit the reports. State grantees should complete the slightly different Face Sheet designed for State grantees.

<u>Field Name</u>	<u>Descriptive Instructions</u>
1) Grantee Jurisdiction	The <i>name of your grantee jurisdiction</i> (i.e., State of ____, county of ____, city of ____, town of ____, etc.) should already appear in this field.
2) Award Number	The <i>Federal grant award number</i> for this award under the LLEBG Program should already appear in this field.
3) Vendor Number or EIN	Your <i>Federal Employer Identification Number</i> (EIN) should already appear in this field. This number is used by the Office of Justice Programs for internal tracking purposes and may or may not be the same as your IRS number.
4 - 8) Contact Information	Enter the <i>name, phone number, and fax number</i> of the contact person who is responsible for completing and submitting these forms.
9) Federal Award Amount	The <i>Federal award amount</i> should already appear in this field.
10) Reporting Period Covered	The <i>reporting period</i> covered by these progress reporting forms should already appear in this field. (Note: These forms are required to be submitted initially for the first full calendar quarter and semi-annually thereafter.)

<u>Field Name</u>	<u>Descriptive Instructions</u>
-------------------	---------------------------------

- 11) Disparate Jurisdiction Enter “YES” if your jurisdiction has been determined to be a disparate jurisdiction as certified by your State Attorney General or “NO” if it has not.
- 12) Joint Spending Plan Complete this field only if you entered “YES” in Field 11. Enter “YES” if a joint spending plan has been completed or “NO” if it has not.
- 13) Amount Reallocated If you answered “YES” in Field 12, enter the nearest dollar amount of Federal LLEBG funds which have been reallocated to another jurisdiction as determined by the joint spending plan. ***The amount entered in this field does not need to be reflected in the purpose area breakdown in Field 14.***
- 14) Purpose Area Distribution
- a) Allocations Enter the ***nearest dollar amount of Federal LLEBG funds*** (not including match) which the grantee plans to ***spend*** in each corresponding box in Field 14a for the purpose areas listed below. If no funds will be allocated to a particular purpose area, leave the corresponding box blank. (**Note:** This information is intended to be an estimate based on the grantee’s most recent planning efforts. The amounts entered in Field 14a should add up to the total amount of the grant award in Field 9 unless you entered “YES” in Field 11.
- 1 - Law enforcement* *5 - Enhancing adjudication*
2 - Crime prevention *6 - Multijurisdictional task force*
3 - Enhancing security *7 - Indemnification insurance*
4 - Drug courts
- b) Expenditures ***Since Beginning Project*** Enter the ***nearest whole dollar amount of Federal funds*** (not including match) that has been ***expended since the of beginning of the project period*** in each corresponding box in Field 14b for the purpose areas listed above. If no funds have been spent under a purpose area ***since the beginning of the project period***, leave the corresponding box blank.
- c) Expenditures ***During Reporting Period*** Enter the ***nearest whole dollar amount of Federal funds*** (not including match) that has been ***expended during this reporting period*** in each corresponding box in Field 14c for the purpose areas listed above. If no funds have been spent under a particular purpose area ***during this reporting period***, leave the corresponding box blank.

Instructions for the LLEBG Project Information Form State and Local BJA Grantees

Reminder: Although a *Face Sheet* must be submitted every reporting period, a *Project Information Form (PIF)* must be completed only for each purpose area under which funds have been expended *during this reporting period* (except for funds spent under purpose area seven, indemnification insurance, for which a PIF does not need to be completed).

State grantees need only submit a PIF if: (1) an award has been made to a State law enforcement agency, and (2) that agency has expended funds during this reporting period. If funds have been expended as described above, a separate PIF should be submitted for *each purpose area* under which funds have been expended except purpose area seven. Likewise, a separate PIF should be submitted for *each* award that has been made that fits this criteria. They need not submit a PIF for any subgrants they made to local jurisdictions.

For example, if the grantee (or State law enforcement agency subaward recipient) has spent funds in purpose areas three and four during this reporting period, *two PIF's* must be submitted along with *one Face Sheet*. If the grantee has not spent any funds under the award during this reporting period, *only the Face Sheet* needs to be submitted.

Part I: General Overview

Field Name

Descriptive Instructions

- | | | |
|----|----------------------|---|
| 1) | Grant Award Number | The <i>Federal grant award number</i> for this award under the LLEBG program should already appear in this field. |
| 2) | Vendor Number or EIN | Your <i>Federal Employer Identification Number</i> (EIN) should already appear in this field. |

Field Name**Descriptive Instructions**

3) Purpose Area

Enter the corresponding number listed below in Field 3 which represents the ***purpose area*** for which this PIF is being submitted. (**Reminder:** A separate PIF should be submitted for each purpose area under which funds have been expended during this reporting period, except for Purpose Area 7. If you are a State grantee and a State law enforcement agency has expended funds under more than one purpose area, you must submit a separate PIF for each purpose area under which funds have been expended.)

1 - Law enforcement
2 - Crime prevention
3 - Enhancing security

4 - Drug courts
5 - Enhancing adjudication
6 - Multi-jurisdictional task force

4) Level/Type of
Implementing Agency

Enter the corresponding letter(s) listed below in Field 4 for the ***level or type of implementing agency(ies)*** for this project. ***At least one*** letter should be entered, but up to four letters may be entered if applicable.

A - Federal
B - State
C - County
D - City/Town

E - Indian tribe
F - Private non-profit agency
G - Private for-profit agency

5) Function of Implementing
Agency

Enter the corresponding letters listed below in Field 5 for the ***function(s) of the implementing agency(ies)*** for this project. ***At least one*** letter should be entered, but up to three letters may be entered if applicable.

A - Prevention/education
B - Social service
C - Law enforcement
D - Adjudication
E - Prosecution
F - Public Defense

G - Treatment
H - Probation
I - Corrections
J - Parole
*K - Information systems/technical
improvements*
L - Other

Field Name**Descriptive Instructions**

- 6) Target Age Group Enter the corresponding letter listed below in Field 6 for the ***age group*** which this project most closely targets.
(**Note:** Your jurisdiction's definition of what constitutes a juvenile should be applied here.)

J - Juvenile
A - Adult

B - Both
N - Not applicable

- 7) Target Gender Enter the corresponding letter listed below in Field 7 for the ***gender*** this project most closely targets.

F - Female
M - Male

B - Both
N - Not applicable

- 8) Types of Initiatives Enter the ***amount of Federal LLEBG funds*** that have been expended ***during this reporting period*** (not including match) in each corresponding box in Field 8 for each of the relevant ***categories or types of initiatives*** listed below.

A - Program development (complete Part II of this form)

*B - Equipment, facilities/technological improvements, or information systems
(complete Part III of this form)*

C - Personnel (complete Part IV of this form)

D - Training (complete Part V of this form)

E - Other

Note: Complete the relevant parts of this form for each type of initiative listed in Field 8 for which funds have been expended ***during this reporting period***.

Part II: Program Development *(Complete this section only if you entered an amount in Field 8A of this form.)*

- 9) Project Descriptors Enter ***up to five*** of the corresponding numbers listed below in Field 9 for the project descriptors which ***most closely*** identify or describe the major ***focus areas*** for this project. If no relevant descriptors are listed below, enter a key word descriptor in the large box in Field 9.

- | | |
|---------------------------------|------------------------------|
| 1 - Adjudication | 37 - Fraud |
| 2 - Aftercare | 38 - Gangs |
| 3 - Afterschool | 39 - Graduated sanctions |
| 4 - Alcohol | 40 - Hate crimes |
| 5 - Alternative education | 41 - Illegal aliens |
| 6 - Arson | 42 - In-patient |
| 7 - Assets forfeiture | 43 - Intensive supervision |
| 8 - AFIS | 44 - Mentors |
| 9 - Auto theft | 45 - Missing children |
| 10 - Boot camps | 46 - Organized crime |
| 11 - Case Management | 47 - Out-patient |
| 12 - Child abuse | 48 - Parenting skills |
| 13 - Community-based | 49 - Parole |
| 14 - Community policing | 50 - Peer counseling |
| 15 - Community service | 51 - Policy/legislation |
| 16 - Conflict resolution | 52 - Pre-trial screening |
| 17 - Correction alternatives | 53 - Prison/jail industries |
| 18 - Counseling | 54 - Probation |
| 19 - Court advocacy | 55 - Prosecution |
| 20 - Criminal records | 56 - Public defense |
| 21 - DNA | 57 - Public housing |
| 22 - Data sharing/linkage | 58 - Repeat offender |
| 23 - Day treatment | 59 - Restitution |
| 24 - Detention (residential) | 60 - Schools |
| 25 - Detention (nonresidential) | 61 - Security |
| 26 - Diagnostic evaluation | 62 - Sentencing alternatives |
| 27 - Domestic violence | 63 - Sexual assault |
| 28 - Drug courts | 64 - Sexual offender |
| 29 - Drugs | 65 - Standards |
| 30 - Drug testing | 66 - Systems improvement |
| 31 - Electronic monitoring | 67 - Terrorism |
| 32 - Emergencies | 68 - Trafficking/sales |
| 33 - Environmental design | 69 - Victimization |
| 34 - Firearms | 70 - Video arraignment |
| 35 - Forensics | 71 - White collar crime |
| 36 - Foster care | 72 - Witness |

Part III: Equipment, Facilities/Technological Improvements, and Information Systems

(Complete this section only if you entered an amount in Field 8B of this form.)

<u>Field Name</u>	<u>Descriptive Instructions</u>
10) Nature of Equipment and Improvements	<p>Enter the <i>nearest whole dollar amount of Federal LLEBG funds</i> (not including match) in each corresponding box in Field 10 representing the amount of funds expended <i>during this reporting period</i> on the types of equipment, facilities/technological improvements, and information systems listed below. The amounts entered in Field 10 (A-J) should add up to the amount entered in Field 8B.</p> <p><i>A - Surveillance or investigative equipment (cameras, K-9's, etc.)</i> <i>B - Communications equipment (radios, cellular phones, etc.)</i> <i>C - Vehicle(s)/mode(s) of transportation (patrol cars, horses, etc.)</i> <i>D - Personal protection equipment /weapons (guns, vests, batons, etc.)</i> <i>E - Security devices (alarms, locks, etc.)</i> <i>F - Lab/forensic/drug-testing equipment (DNA equipment, etc.)</i> <i>G - Systems hardware (computers, printers, etc.)</i> <i>H - Software (incident-based reporting systems, geographic information systems, etc.)</i> <i>I - Systems improvements (data linkage, criminal history records, etc.)</i> <i>J - Other</i></p>
11) Primary Users	<p>Enter the corresponding letters listed below in Field 11 which <i>most closely</i> represent the <i>entity for whom the equipment was purchased</i> during this reporting period.</p> <p><i>A - Government jurisdiction C - Unit/division</i> <i>B - Organization/agency D - Individual employee</i></p>

Part IV: Personnel (Complete this section only if you entered an amount in Field 8C of this form.)

Field Name

Descriptive Instructions

12) Number of FTE's

Enter the ***number of full-time equivalency positions*** (FTE's) in each corresponding box in Field 12 for each type of position listed below for which any funds have been ***expended*** under this project ***during this reporting period***. If part-time positions were funded, enter them as a fraction of an FTE (for example, a halftime position would be entered as a .5 FTE)

A - Educators/teachers/trainers

B - Social service providers

C - Counselors

D - Sworn law enforcement officers

E - Civilian law enforcement personnel

F - Judges

G - Prosecutors

H - Public defenders

I - Lab personnel

J - Information systems personnel

K - Treatment providers

L - Probation officers

M - Corrections officers

N - Parole officers

O - Support personnel

P - Other

13) Overtime Hours

Enter the ***total amount of overtime hours*** in Field 13 for which funds have been expended under this project ***during this reporting period***. If not applicable, leave blank.

Part V: Training (Complete this section only if you entered an amount in Field 8D of this form.)

Field Name

Descriptive Instructions

- 14) Number of Each Type of Personnel Trained
- Enter the number of students trained in each corresponding box in Field 14 who ***most closely*** represent the ***type of students*** who have been trained under this project ***during this reporting period.***

A - Educators/teachers/trainers

B - Social service providers

C - Counselors

D - Sworn law enforcement officers

E - Civilian law enforcement personnel

F - Judges

G - Courts administrators

H - Prosecutors

I - Public defenders

J - Lab personnel

K - Information systems personnel

L - Treatment personnel

M - Probation officers

N - Corrections officers

O - Parole officers

P - Other

- 15) Level of Training
- Enter the corresponding letters listed below in Field 15 which ***most closely*** represent the ***level or type of training*** for which funds have been expended under this project ***during this reporting period.***

A - Entry-level

B - In-service

C - Advanced or specialized

D - Other

Paperwork Reduction Act Statement: This information to be collected has been cleared under the Paperwork Reduction Act of 1995. An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB number. The OMB control number for this collection of information is 1121-0204. This number expires on June 30, 1997. It is estimated that it would take the average person/agency 45 minutes to complete this form. You may direct any comments regarding the accuracy of this burden estimate and suggestions for reducing this burden to: LLEBG, Bureau of Justice Assistance, 633 Indiana Avenue, NW, Washington D.C., 20531.

Samples of Completed Scannable Reporting Forms

Local Law Enforcement Block Grants (LLEBG) Program